



# Apply Now!

## Directions:

1. Apply by completing the City of Manchester Employment Application.
2. Mail this application along with a \$25.00 non-refundable check or money order to:

Department of Human Resources  
One City Hall Plaza  
Manchester, New Hampshire 03101

**\*\*APPLICATION MUST BE POSTMARKED BY: JUNE 16, 2010\*\***

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Incorporated as a city in 1846, Manchester, New Hampshire has grown to the status of the largest city north of Boston, Massachusetts. Manchester is located within an hour of Boston, the Seacoast, The Lakes Regions and the Mountains.

The 2000 Census places the city's population at the 107,006 mark. The size of our City is a mere 34.5 square miles.

Manchester boasts two great sports/event venues. The "Verizon Wireless Arena" is home to the Manchester Monarchs of the American Hockey League and the Manchester Wolves of the Arena Football League II. Merchantsauto.com Stadium is home to the AA Eastern League New Hampshire Fisher Cats. Both venues also host other events including shows and concerts.

The Manchester Police Department enjoys a rich history spanning more than 100 years. From its humble roots as a textile-manufacturing center for the entire world, Manchester has evolved into a diverse and culturally varied community.

**The Manchester Police Department employs 225 full time, sworn officers and a support staff of 78 civilians. Annually, the agency handles approximately 100,000 calls for service. We are an Accredited Agency through CALEA.**



**\*\*An Equal Opportunity Employer\*\***

# CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



## POLICE OFFICER

(Announcement No. R-047-10)

Grade 19

Starting Salary: \$45,614.40/yr - plus extensive benefits package

(Note: Starting Salary is \$46,987.20/yr for Officers who can also converse in Spanish, Portuguese, Bosnian, Russian or Arabic)  
40 hours per week, 4 and 2 schedule (4 days on; 2 days off)

- THE JOB:** Patrols an assigned area in the enforcement of law and order. Performs traffic duties, investigations, crime prevention and detection assignments.
- AGE:** Applicants must be at least 21 years of age by the date of the written test.
- EDUCATION:** Must be high school graduate or possess GED certificate.
- PHYSICAL:** Applicants must be able to complete essential job functions of Police Officer, safely and effectively. Must meet vision standards - distant vision at least 20/30, corrected; near vision at least 20/40 in each eye corrected with contact lenses or spectacles, and 20/20 uncorrected. Successful long-term soft contact lens wearers are not subject to the uncorrected criterion. This waiver is extended to users of hard lenses if successful use has been documented. Normal color and depth perception essential. Any condition which interferes with acuity or puts the eyes at risk shall result in disqualification or deferment.
- BACKGROUND:** Applicants must not have any record of convictions other than minor offenses. Valid NH driver's license required before hiring.
- RESIDENCY:** Must reside in City of Manchester or contiguous town or within 20 road miles of Manchester Police Department within 12 months of appointment. (Based on MPPA contract, not more than 50% of officers may live outside Manchester City limits.)
- CITIZENSHIP:** US Citizenship is required.
- EXAMINATIONS:** The examination consists of a written test, physical agility test, and oral interview. Background investigation, including polygraph, will be conducted on candidates who are successful on the examination series. Offer of hire contingent upon passing a post-offer fitness for duty psychological and medical screening.
- The written and physical agility exams will be administered on June 26, 2010; and the Oral Board is expected to be administered on June 29<sup>th</sup> and 30<sup>th</sup> and possibly July 1, 2010, depending on the number of applicants. These dates are tentative and may be changed based on the number of applicants. Applicants will be notified of any change in dates.

### APPLICATION REQUIREMENTS:

**MEN and WOMEN** who meet the qualifications may compete in the exam process. Applications must be received at the Human Resources Department by 4:30 PM on June 16, 2010. **There is a \$25.00 application fee (check or money order only) which must be submitted along with the application, payable to the "City of Manchester Human Resources Department." The application fee is NOT REFUNDABLE. In addition, a copy of your Birth Certificate, High School Diploma, and Driver's License must be included with your application.**

(Over)

### APPLICATION PROCEDURES:

Apply by completing a City of Manchester Employment Application along with \$25.00 check or money order. For application, contact: Department of Human Resources, One City Hall

Plaza, Manchester, NH 03101. Tel: (603) 624-6543. Hours: 8:00 AM to 5:00 PM, Monday through Friday.

**OPENING DATE:**

May 26, 2010

**CLOSING DATE:** Wednesday, June 16, 2010

**Pre-Employment Physical Fitness Test Requirements**

**MALE Push-ups**

20-29	27
30-39	21
40-49	16
50-59	11
60+	9

**FEMALE Push-ups**

20-29	22
30-39	17
40-49	11
50-59	10
60+	4

**MALE Sit-ups**

Timed 1 Minute

20-29	37
30-39	33
40-49	28
50-59	22
60+	18

**FEMALE Sit-ups**

Timed 1 Minute

20-29	31
30-39	24
40-49	19
50-59	12
60+	5

**MALE 1 ½ mile run**

20-29	12:53
30-39	13:25
40-49	14:10
50-59	15:53

**FEMALE 1 ½ mile run**

20-29	15:32
30-39+	16:43
40-49	17:38
50-59	19:43

**MALE Bench Press**

20-29	.96
30-39	.86
40-49	.78
50-59	.70
60+	.65

**FEMALE Bench Press**

20-29	.58
30-39	.52
40-49	.48
50-59	.43
60+	.41

**Bench Press-** Multiply persons body weight by percentage listed above for age group

**Trigger Pull/ Semi Auto Slide lock back-** Candidate must pull gun trigger with index finger 12 times in each hand. Candidate must also successfully pull and lock back the slide of a semi-auto pistol.

**The City of Manchester is an Equal Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***

***THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST***



HUMAN RESOURCES DEPARTMENT  
ONE CITY HALL PLAZA  
MANCHESTER, NH 03101-4000  
Tel: (603) 624-6543 TTY/Voice

EMPLOYMENT APPLICATION  
CITY OF MANCHESTER NH  
EQUAL OPPORTUNITY EMPLOYER  
Fax: (603) 628-6005

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE: \_\_\_\_\_  
ZIP: \_\_\_\_\_  
DATE: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
SS#: \_\_\_\_\_

**All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment to all persons without regard to race, color, religion, age, sex, national origin, disability, marital or veteran's status or any other legally protected status.**

**Position Title:**

\_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_

Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_ Are you a US citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, do you have the legal right to work in the US? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever worked for the City of Manchester? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

What Department: \_\_\_\_\_ Supervisor \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_ Why do you wish to change positions? \_\_\_\_\_

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE MAJOR	CIRCLE LAST COMPLETED YR	GRADUATE?	LIST DEGREE
HIGH SCHOOL			9 10 11 12	<input type="checkbox"/> Y <input type="checkbox"/> N	
TRADE/TECHNICAL			9 10 11 12	<input type="checkbox"/> Y <input type="checkbox"/> N	
COLLEGE			9 10 11 12	<input type="checkbox"/> Y <input type="checkbox"/> N	
POST GRADUATE			9 10 11 12	<input type="checkbox"/> Y <input type="checkbox"/> N	

Provide additional information such as special skills, equipment operation, languages, supervisory experience, training or other qualifications helpful to us in considering you for this position.

List volunteer experience you have as it relates to this position.

Agency Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Hours per week \_\_\_\_\_  
Duties \_\_\_\_\_

Have you ever been convicted of any crime/s that were not annulled in a court? (List all except minor traffic violations such as parking tickets) Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, state citations, dates, courts and places where offense/s occurred:

Valid Motor Vehicle Operator's License: Yes \_\_\_\_\_ No \_\_\_\_\_ What State? \_\_\_\_\_

Do you possess a Commercial Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_ Which? \_\_\_\_\_ What State? \_\_\_\_\_

List other valid licenses, registrations or certificates you possess: \_\_\_\_\_

**PRIOR WORK RECORD** (start with most recent or current employer and work back at least ten years). Resumes may be attached, but not in lieu of completing this section. If more space is needed, complete and attach a separate page.

Current Employer \_\_\_\_\_ Tel. # \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time \_\_\_\_\_  
Address \_\_\_\_\_ Date Hired \_\_\_\_\_ Date left \_\_\_\_\_  
Supervisor (Name/Position) \_\_\_\_\_ Number of People You Supervise \_\_\_\_\_  
Job Title \_\_\_\_\_ Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Reason for leaving \_\_\_\_\_

Previous Employer \_\_\_\_\_ Tel. # \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time \_\_\_\_\_  
Address \_\_\_\_\_ Date Hired \_\_\_\_\_ Date left \_\_\_\_\_  
Supervisor (Name/Position) \_\_\_\_\_ Number of People You Supervise \_\_\_\_\_  
Job Title \_\_\_\_\_ Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Reason for leaving \_\_\_\_\_

Previous Employer \_\_\_\_\_ Tel. # \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time \_\_\_\_\_  
Address \_\_\_\_\_ Date Hired \_\_\_\_\_ Date left \_\_\_\_\_  
Supervisor (Name/Position) \_\_\_\_\_ Number of People You Supervise \_\_\_\_\_  
Job Title \_\_\_\_\_ Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Reason for leaving \_\_\_\_\_

Have you ever been discharged or asked to resign from any job? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain \_\_\_\_\_  
\_\_\_\_\_

### APPLICATION AGREEMENT AND CERTIFICATION

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the City of Manchester and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the City of Manchester retains the same right.

I understand that prior to being offered employment with the City of Manchester, I may be requested to take pre-employment exams or tests. I understand that I will be required to pass a physical which may include alcohol and/or drug testing. In the event I have a disability which will affect my ability to take the test, I will so inform the City of Manchester prior to the administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. The City of Manchester reserves the right to require medical documentation concerning the need for the accommodation. I understand that if employed, policies and rules which are issued are not conditions of employment and that the City of Manchester may revise policies or procedures, in whole or in part, at any time.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
application form page 2.DOC (Rev.2/02)

**HR DEPT. USE ONLY  
REVIEWED BY:  
DATE**

City of Manchester  
Department of Human Resources  
One City Hall Plaza  
Manchester, NH 03101

RELEASE FORM - EMPLOYMENT REFERENCES

DATE\_\_\_\_\_

Your Name\_\_\_\_\_

Address\_\_\_\_\_

I authorize my current and/or previous employer/s to furnish the City of Manchester the information requested in the reference check that they may conduct. I further promise to hold said current and/or previous employers, its employees and officers harmless for any statements made herein.

Social Security number \_\_\_\_\_ Signature \_\_\_\_\_

Please check:

☐ Yes I authorize the City of Manchester to contact my **former** employer to obtain data necessary to support this application.  
☐ No

☐ Yes I authorize the City of Manchester to contact my **present** employer to obtain data necessary to support this application.  
☐ No

Applicants for summer temporary employment, or no job experience at all, must provide the names of two personal references whom we may contact regarding you (e.g., teachers, guidance counselors, or others):

Name _____	Name _____
Position _____	Position _____
Employed by _____	Employed by _____
Phone # _____	Phone # _____



# City of Manchester

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101

Tel: (603) 624-6543  
Fax: (603) 628-6065

### JOB APPLICATION SUPPLEMENT

(voluntary)

The following information is being gathered by the City of Manchester, NH, Human Resources Department for Equal Employment Opportunity reporting requirements. The statistical information we obtain through the use of this form is valuable to us and will remain confidential. This information **will not** be sent with your application to a City Department.

The City of Manchester, NH, does not discriminate on the basis of age, race, color, creed, religion, sex, national origin, disability or marital status.

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#### PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

1. Sex ☐ Male ☐ Female
2. Date of Birth: \_\_\_\_\_  
Month/Day/Year
3. List the position for which you are applying: \_\_\_\_\_
4. Racial/ethnic data: Please identify yourself in terms of the racial/ethnic groups listed below by checking the appropriate box:

<input type="checkbox"/> Black	<input type="checkbox"/> American Indian or Alaskan Native
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian or Pacific Island
<input type="checkbox"/> White	<input type="checkbox"/> Other (Specific)
5. How did you hear about this job? \_\_\_\_\_
6. If you saw this position advertised, tell us where you saw the ad: \_\_\_\_\_
7. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City, State zip  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_